Status Codes

Using Status Codes

Information you report with status codes is used to determine the service credit and retirement benefit to which a member is entitled. DRS depends on your accurate use of these codes.

In your reporting, use only one status code per transmittal line. If more than one status code is needed to report information for an individual employee, use a separate line for each code.

Please read the following pages carefully to verify that you are using a given code correctly. The chart at the end of this section summarizes the meaning and use of each code.

Codes for Current Reporting

A   For Reporting a Member's Regular Service or a Retiree Returning to Work

Use this code to report that a member or a retiree earned compensation (or basic salary for LEOFF) for hours or days of regular service. The compensation that is reportable to DRS varies by system and plan.

If a member or retiree uses any of the following leave types and the compensation is reportable for the system and plan you are reporting, treat the leave as regular paid service and report it with status code A. The leave does not have to be identified separately on the transmittal.

- Annual leave
- Sick leave
- Holiday leave
- Compensatory time (used in place of a scheduled work day)

Overtime

If overtime is reportable compensation for the system and plan you are reporting, report it with status code A.

Compensatory Time

Status code A is used to report cash payments of unused, accumulated compensatory time (except for LEOFF Plan 1 members). Use a separate entry on the transmittal to identify each earning period in which the leave was accrued. For each earning period you have identified, use status code A and report the total amount of compensation, contributions and service.

New Employee

If you report using the single record format and are reporting a new employee who has not been previously reported on your transmittal, be sure to report the employee's begin date, gender code, and birth date.

If you report using the multirecord format and are reporting a new employee who has not been previously reported on your transmittal, be sure to report the employee's begin date, gender code, birth date, address, and if applicable, rate option and investment program.

Washington State Department of Retirement Systems | Member Earnings Transmittal Report

Rpt Grp (Dept)	System	Plan	Reporting Period	Employer Name	Prepared by	Phone	Page
1234	P	2	07/1999	Example, City of	Dawn Riley	(360) 123-4567	1

Member Information / **Earnings Information**

	Earning Period	Status	Compensation	Member Contributions	Employer Contributions	Hour/ Days	Begin Date	End Date	Seq No.
SSN: 234-56-7890 Name: Moe, Joe	07 99	A	3011 00	140 01	225 83	176 0	07 15 99		
Gender: M Birth: 07/28/55 Type: 03									

B **For Reporting a Member or a Retiree Returning to Work on Unpaid Leave**

Use this code to report that a member or a retiree returning to work earned no compensation and had no hours or days of employment during an **entire calendar month** or earning period. **(See the exception for LEOFF members.)**

For example, status code B is used to report an employee of a state agency on leave without pay for an entire calendar month. Status code B is used to report a school district employee with an annual contract during the months—such as July or August—when the employee did not work.